

Budgets & Contracts, HR and PAYROLL PROCESSING DEADLINES

Month	Deadline for Submission of All Completed Paperwork to Budgets and Contracts All paperwork due in Budgets and Contracts by 5pm Hand-delivered	Deadline for Submission of All Completed Paperwork to HR All paperwork due in HR by 5pm Hand-delivered	Payroll Deadline	Pay Day
January		01/05/2014- SM	01/08/2015 - SM - Noon	01/15/2015 SM
January		01/05/2015 - BW	01/05/2015 - BW - Noon	01/09/2015 - BW
January	1/13/2015 - MN	01/16/2015 - SM & MN	01/20/2015 - SM & MN - Noon	01/29/2015- SM & MN
January		01/13/2015 - BW	01/16/2015 - BW - Noon	01/23/2015 - BW
February		02/02/2015 - SM	02/05/2015 - SM - Noon	02/13/2015 - SM
February		01/27/2015 - BW	01/30/2015 - BW - Noon	02/06/2015 - BW
February	02/10/2015 - MN	02/13/2015 SM & MN	02/17/2015 - SM & MN - Noon	02/26/2015 - SM & MN
February		02/10/2015 - BW	02/13/2015 - BW - Noon	02/20/2015 - BW
March		03/02/2015 - SM	03/05/2015 - SM - Noon	03/13/2015 - SM
March		02/24/2015 - BW	02/27/2015 - BW - Noon	03/06/2014 - BW
March	03/12/2015 - MN	03/17/2015 - SM & MN	03/20/2015 - SM & MN - Noon	03/30/2015 - SM & MN
March		03/10/2015 - BW	03/13/2015 - BW - Noon	03/20/2015 - BW
April		03/23/2015 - BW	03/26/2015 - BW - Noon	04/02/2015 - BW
April		04/06/2015 - SM	04/08/2015 - SM - Noon	04/15/2015 - SM
April		04/07/2015 - BW	04/10/2015 - BW - Noon	04/17/2015 - BW
April	04/13/2015 - MN	04/16/2015 - SM & MN	04/21/2015- SM & MN - Noon	04/29/2015 - SM & MN
May		04/21/2015 - BW	04/24/2015 - BW - Noon	05/01/2015 - BW
May		05/05/2015 - SM	05/07/2015 - SM - Noon	05/15/2015 - SM
May		05/05/2015 - BW	05/08/2015 - BW - Noon	05/15/2015 - BW
May	05/11/2015 - MN	05/14/2015 - SM & MN	05/19/2015 - SM & MN - Noon	05/28/2015 - SM & MN
May		05/19/2015 - BW	05/22/2015 - BW - Noon	05/29/2015 - BW
June		06/02/2015 - SM	06/05/2015 - SM - Noon	06/15/2015 - SM
June		06/02/2015 - BW	06/05/2015 - BW - Noon	06/12/2015 - BW
June		06/16/2015 - BW	6/19/2015 - BW - Noon	06/26/2015 - BW
June	06/11/2015 - MN	06/16/2015 - SM & MN	06/19/2015 - SM & MN - Noon	06/29/2015 - SM & MN
July		06/29/2015 - BW	07/02/2015 - BW - Noon	7/10/2015 - BW

***Please note all PAF's submitted after the published deadlines will not be processed for this period and will be returned/ The PAF's will require resubmission for the next payroll/**

BW-Bi-weekly	Bi-Weekly
MN-Monthly	Monthly
SM-Semi-Monthly	Semi-Monthly

Month	Deadline for Submission of All Completed Paperwork to Budgets and Contracts All paperwork due in Budgets and Contracts by 5pm Hand-delivered	Deadline for Submission of All Completed Paperwork to HR All paperwork due in HR by 5pm Hand-delivered	Payroll Deadline	Pay Day
July		07/02/2014 - SM	07/07/2015 - SM - Noon	07/15/2015 - SM
July		07/14/2015 - BW	07/17/2015 - BW - Noon	07/24/2015 - BW
July	07/14/2014 - MN	07/17/2015 - SM & MN	07/21/2015 - SM & MN - Noon	07/30/2015 - SM & MN
August		07/28/2015 - BW	07/31/2015 - BW - Noon	08/07/2015 - BW
August		08/03/2015 - SM	08/05/2015 - SM - Noon	08/14/2015 - SM
August		08/11/2015 - BW	08/14/2015 - BW - Noon	08/21/2015 - BW
August	08/12/2015 - MN	08/17/2015 - SM & MN	08/20/2015 - SM & MN - Noon	08/28/2015 - SM & MN
September		08/25/2015 - BW	08/28/2015 - BW - Noon	09/04/2015 - BW
September		09/01/2015 - SM	09/04/2015 - SM - Noon	09/15/2015 - SM
September		09/09/2015 - BW	09/11/2015 - BW - Noon	09/18/2015 - BW
September	09/08/2015 - MN	09/14/2015 - SM & MN	09/18/2015 - SM & MN - Noon	09/29/2015 - SM & MN
October		09/22/2015 - BW	09/25/2015 - BW - Noon	10/02/2015 - BW
October		10/02/2015 - SM	10/07/2015 - SM - Noon	10/15/2015 - SM
October		10/06/2015 - BW	10/09/2015 - BW - Noon	10/16/2015 - BW
October	10/13/2015 - MN	10/16/2015 - SM & MN	10/21/2015 - SM & MN - Noon	10/29/2015 - SM & MN
October		10/20/2015 - BW	10/23/2015 - BW - Noon	10/30/2015 - BW
November		11/03/2015 - BW	11/06/2015 - BW - Noon	11/13/2015 - BW
November		11/02/2015 - SM	11/05/2015 - SM - Noon	11/13/2015 - SM
November		11/13/2015 - BW	11/18/2015 - BW - Noon	11/25/2015 - BW
November	11/09/2015 - MN	11/12/2015 - SM & MN	11/17/2015 - SM & MN - Noon	11/25/2015 - SM & MN
December		12/01/2015 - BW	12/04/2014 - BW - Noon	12/11/2015 - BW
December		12/03/2015 - SM	12/07/2015 - SM - Noon	12/15/2015 - SM
December		12/10/2015 - BW	12/15/2015 - BW - Noon	12/22/2015 - BW
December	12/04/2015-MN	12/09/2015 - SM & MN	12/14/2015 - SM & MN - Noon	12/22/2015 - SM & MN

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MN-Monthly	Monthly
SM-Semi-Monthly	Semi-Monthly